



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

December 3, 2003

RQ-2

Candace Schnoor, Treasurer
Deere & Company Political Action Committee
One John Deere Place
Moline, IL 61265

Response Due Date:
January 2, 2004

Identification Number: C00204099

Reference: March Monthly Report (2/1/03-2/28/03), April Monthly Report (3/1/03-3/31/03), May Monthly Report (4/1/03-4/30/03), June Monthly Report (5/1/03-5/31/03), July Monthly Report (6/1/03-6/30/03), August Monthly Report (7/1/03-7/31/03), September Monthly Report (8/1/03-8/31/03), October Monthly Report (9/1/03-9/30/03)

Dear Ms. Schnoor:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

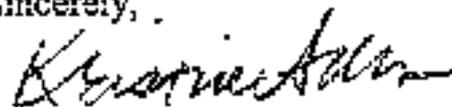
-The identification of each contributor, including an adequate occupation and name of employer for each, must be provided if the person has contributed in excess of \$200 in the aggregate during the calendar year. Please amend Schedule A supporting Line 11(a)(i) for each entry inadequately identified as Admin Center, Ag Marketing Center, World Hdq, Const Eq - Marketing Admin, Raleigh-Durham, Davenport, Dubuque, Product Engineering Center, Ag Mktg Cntr - Atlanta, Ag Mktg Cntr - Minneapolis, Construction Equipment Ovs, Des Moines, Ottumwa, Parts Dist Center, World Hdq - Expat Chrg Co 9000, World Hdq - Expat Chrg Othr Co, World Hdq - Id Info Systems, World Hdq - Expat To Canada.

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the frequency of the deduction and amount deducted per pay period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1141.

Sincerely, .



Kristine Adams
Campaign Finance Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A (FEC Form 3X) ITEMIZED RECEIPTS		USE THESE SPACES FOR EACH CATEGORY OF THE Detailed Summary Page	FOR LONG RECEIPTS (check only one)	DATE	OF
Any information shown here must comply with Department of Justice 44 CFR 101.118 of which is the purpose of making contributions of an economic purpose, after first using the name and address of the contributor to the committee.					
NAME OF CONTRIBUTOR (if not)					
Cynthia Reason, Inc. P.O.					
Full Name (last, first, middle initial)					
A. <u>Smith, Margaret</u>					
Address					
2, Clarence Ave.					
City					
Roanoke, VA 24060					
FEC ID number of contributing interest group (if any)					
C					
Name of Employer					
Cynthia Reason, Inc. Executive Officer					
Employer Address					
<input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)					
Amount of this Receipt (if any) (\$18 biweekly) ^D					
Case of Receipt payroll deduction					
Amount of this Receipt (if any) \$90.00					
Aggregate Year-to-Date Total \$225.00					

Adding Extra Zero, Explanation: When using FSOFile electronic filing software, this information can be entered using the "month zero" window. To make a "month zero" entry, select the "View" menu on the FSOFile toolbar. Select "All Transactions." Single click (highlight) the transaction to which the "month zero" will be attached. Then select the "Edit" menu on the toolbar and select "month zero."

^DWhen using FSOFile electronic filing software, enter this information in the "description" field.

Categorizing Receipts

Before beginning to itemize the committee's receipts, separate them into the different categories listed on the Detailed Summary Page ("Contributions from Individuals," "Contributions from Political Committees," etc.; an illustration of a completed Detailed Summary Page appears on pages 54-55). The receipts in each category must be itemized on a separate Schedule A designated for that category.

Indicate the type of receipt itemized on a particular Schedule A by checking the box for the corresponding line number from the Detailed Summary Page where indicated in the upper right corner of the schedule. The appropriate category of receipt may also be written at the top of each page.

Some categories may require several pages. The total for each category should be entered on the bottom line of the last page for that category.

Itemized Information

For each itemized contribution, provide:

- The full name and address (including zip code) of the contributor or other source;
- The name of the contributor's employer (if the contributor is an individual);

- The contributor's occupation (if the contributor is an individual);
- The date of receipt;
- The amount; and
- The aggregate year-to-date total of all receipts (within the same category) from the same source. 104.3(a)(3). The space indicating the election for which an itemized contribution was made ("Receipt For") does not apply to SSFs; leave those boxes blank.

Special "Employer" Information

If a contributor is self-employed, that should be recorded in the Employer space. If a contributor is not employed, the Employer space should be left blank, but the Occupation space should always be completed (e.g., "unemployed," "retired," "homemaker").

Best Efforts Required

Note that committees and their treasurers must use "best efforts" to obtain and report the information listed above. See page 36 for more information.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, type "payroll deduction" under "Date." The other required information, including the year-to-date total, must be completed for each donor. 104.8(h).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195--still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)